

TOWN OF BUENA VISTA, COLORADO
Code Enforcement Officer

Department/Division: Planning Department

Reports to: Principal Planner

Work Location: Town Hall, 210 East Main Street, Buena Vista, CO 81211

Classification: Exempt

Status: Full Time – 40 hours per week

Salary Grade: 3

Pay Range: \$26,142 - \$36,599

Effective Date: January 1, 2014

Revision Date: November 28, 2016

Approved By: Town Administrator

GENERAL STATEMENT OF DUTIES

Under general supervision, incumbent(s) in this classification performs civilian empowerment duties and responsibilities of issuing notices of violations and seeks resolution of problems through administrative processes and proceedings; ensures compliance with sections of the Town's Municipal Codes, ordinances and resolutions in areas as planning, zoning, community nuisance, property maintenance, housing, signs, and related areas; identifies potential and existing violations; investigates, analyzes and resolves issues related to permit or licensing; and conducts the appropriate and necessary enforcement of compliance procedures throughout the Town's residential, business and general communities; and performs related duties, as assigned.

ESSENTIAL DUTIES

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Responds to public inquiries regarding permits and/or licenses explaining the Town of Buena Vista's Municipal Code requirements and procedures, and related ordinance and resolution requirements and procedures.
- Ascertains and gathers facts related to applicable ordinances, codes, laws, rules and regulations, and determines and institutes proper action to be taken.
- Responds to and investigates complaints regarding violations of Town ordinances; issues notices of violations stipulating necessary changes for ordinance compliance; takes appropriate action to insure compliance.

- Prepares reports and recommendations on code enforcement matters, and gains voluntary compliance.
- Coordinates actions with other departments, jurisdictions or regulatory agencies.
- Prepares case information and presents evidence at appeal hearings, and other public hearings and/or legal proceedings.
- Conducts informational meetings and presentations to residents, community groups, businesses, and elected and appointed public officials to explain, interpret, and clarify issues and basis for compliance and regulatory standards.
- Ensures proper maintenance of records of applications, inspections, investigations, violations, hearings and related data.
- Develops and maintains current and modern electronic and computerized information databases and software reporting and records systems.
- Ensures Town's awareness of, consideration of and appropriate and timely adaptation to current, changing and developing trends in the area of Code Enforcement.
- Participates in the department's development of goals, objectives and priorities; and may assist in the development of annual program budget process.
- Develops and maintains successful work relationships necessary in the performance of the duties and responsibilities of code enforcement.
- Presents departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies, and the Director.
- Ensures a high level of personal and professional integrity and credibility.
- Performs special projects, and related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Municipal code enforcement methods and procedures; and local, State and Federal procedures of enforcement duties.
- Principles of investigation, interviewing, researching and report writing.
- Safe and efficient work practices related to inspections and enforcement.
- Techniques of negotiations and conflict resolution.
- Effective conflict resolution techniques; techniques successful in defusing confrontational and/or potentially violent behavior, conduct and actions.
- Public speaking and presentation of written information and materials to diverse groups and/or individuals.
- Regulations, policies, and procedures related to the Town's enforcement programs. Extended resources and services necessary for the ability to communicate and interface with ethnically diverse individuals and language barriers.
- Potentially hazardous and unsafe situations and the necessary resources for completing enforcement activities.
- Politically sensitive issues and the appropriate and timely communications and reporting of such instances and/or issues to their supervisor.

Ability to:

- Establish and maintain effective working relationships with individuals, citizen groups, businesses, and internal and external agencies.
- Gather and analyze complex information and data; prepare accurate and concise written and statistical reports.
- Process information and data in a relevant manner to reach reasonable conclusions and make practical decisions; apply analytical skills, and understand impact and consequences of decisions and actions. Interpret, communicate and apply laws, codes, ordinances and policies.
- Travel to remote sites within the Town and safely conduct inspections.
- Ability to judge and anticipate and prepare for potentially unsafe situations and coordinate the necessary support and resources for completing enforcement duties and activities.
- Report related issues, concerns and violations to appropriate authorities outside of the Town's Code enforcement jurisdiction. Ability to ensure the necessary resources to communicate and interact with diverse cultures and language barriers.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Education Equivalency of an Associate's degree from an accredited college or university with coursework in criminal justice, law enforcement, law, investigations, planning, building inspections, or public or business administration.

Licenses and Certificates

Possession of an appropriate, valid driver's license from the Colorado Department of Motor Vehicles. Must obtain a Colorado Association of Code Enforcement Officials (CACEO) Basic Code Enforcement Officer Certification within 12 months of hire date.
Special Requirements

Experience:

Three (3) years of increasingly responsible experience in local government code enforcement, law enforcement, building or public agency experience monitoring planning projects, monitoring and investigating contract compliance, or conducting inspections and/or investigations all of which, included a high degree of public contact related to highly sensitive and complex community issues and/or interests. Must be able to use a computer and iPad.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individual with disabilities to perform the essential job functions.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the incumbent frequently works in outside weather conditions. The incumbent may be occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

Must be able and willing to work the hours and days necessary to accomplish assigned duties, including weekends and some holidays; attend evening meetings; and travel out

of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.

Incumbents will have use of a town car to perform duties required by the position.

Physical: While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and smell, and frequently sign legal documents and/or plans. The incumbent must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.